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74-146 thru 74-153

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Administrative Services Local System Support Division School Food & Nutrition Section 211 Education Annex, Room 65 156 Trinity Ave. SW, Atlanta, Ga.	Application Number	74-151-A
Application Number		Date Received	Date Completed
		APR 1 1979	APR 13 1979
2. Person to Contact Charlotte Tuck		Working Title Administrative Assistant	Telephone Number 656-2457
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-151 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1970 Latest To date		5. Records Series Title (followed by title used in office; if different) SCHOOL FOOD AND NUTRITION PROGRAM APPLICATION FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The School Food and Nutrition Section, Office of Administrative Services, administers the Child Nutrition Programs and Donated Food Programs, performing the general program management and coordination, and assisting local school systems in implementing these programs in accordance with laws and regulations.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining the applications of local school systems to participate in the School Food and Nutrition and Donated Food Programs (School Lunch, School Breakfast, Surplus Commodities or Special Milk Programs). Included are: Schedule A (individual school program data by system), School Food and Nutrition Program Agreements and School Food and Nutrition Applications.  File is arranged: alphabetically by school system name; thereunder, chronologically by year.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 100; Seven to twelve months old 100; Thirteen to twenty-four months old 25; twenty-five months and older 4?			
9. Annual Rate of Accumulation of Records Letter-size drawers 1; Legal-size drawers; Shelves; Other (specify)			

10. Duplicate copies (Place an "X" in the proper column)	
X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Local school system offices
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	3	years.
b. Statute of limitation	4	years.	e. Administrative need	10	years.
c. Federal law	0	years.	f. Federal retention instructions	3-5	years.

7CFR210.8, 7CFR 215.7, 7CFR220.7, 7CFR220.16,

Attach copy or excerpt of laws or regulations. Explain administrative need.

7CFR220.26a, 7CFR220.26b

These agreements are needed by the School Food and Nutrition Section for 10 years in the administration of the programs and in assisting local systems.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 3 year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 7 year(s); and until all state & federal audit findings are resolved; then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	4/6/79	Walker L. Baumgardner	4-5-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	4-25-79
		Secretary of State/Designee	4-29-79
		Attorney General/Designee	4-27-79